



## Job Announcement

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<b>Opening Date:</b>	March 27, 2009	<b>Closing Date:</b>	April 3, 2009
<b>Job Title:</b>	Civil Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059705	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for St. Mary's County Leonardtown, Maryland	<b>Grade/Entry Salary:</b>	J06 \$28,703 - \$34,010 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Prepares new civil case files by verifying documents, typing initial docket entry and establishing case file folder. Maintains case docket by entering records of case documents as they are received, using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Responsible for the full function and duties of the Civil Department.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Skills/Abilities:** Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.**

Joan Williams, Clerk of the Court  
Circuit Court for St. Mary's County  
P.O. Box 676  
Leonardtown, MD 20650

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**